



STATE OF CONNECTICUT • COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET • P. O. BOX 187
ELLINGTON, CONNECTICUT 06029-0187

www.ellington-ct.gov

SHARED SERVICES COMMISSION

MEETING MINUTES

October 21, 2008

MEMBERS PRESENT: Ann Harford, Dennis Milanovich, Tim Derby, and Joe Wehr

MEMBERS ABSENT: Clayton Bannock and Dale Roberson

OTHERS PRESENT: Nick DiCorleto, Town Finance Officer, and Stephen Cullinan, Public School Superintendent

1. CALL TO ORDER:

Chairman Dennis Milanovich called the meeting to order at 7:41 pm at the Ellington Town Hall, 55 Main Street, Ellington, CT.

2. CITIZENS FORUM: No comments.

3. APPROVAL OF MINUTES: August 28, 2008

MOVED (HARFORD) SECONDED (WEHR) AND PASSED [ABSTAINED: DERBY] TO APPROVE THE SHARED SERVICES COMMISSION MEETING MINUTES OF JUNE 17, 2008.

4. DISCUSSION REGARDING SHARED SERVICES

Mr. Milanovich opened the meeting by thanking Mr. DiCorleto for providing the valuable information on the town's actual expenditures. Mr. DiCorleto responded by adding that he had an additional handout and then proceeded to review the sheets he provided for the members. Discussion followed regarding the number of vendors, the top twenty vendors, and the possibility of obtaining discounts from these vendors due to the current economy. Further discussion and clarification of the charts ensued.

There was also discussion about the number of town and education employees and what type of employee each total includes. Mr. Milanovich clarified that there is a combined total of 800 employees, excluding temporary employees and sport officials. Mr. DiCorleto verified that Deputy Treasurer, Andrea Caldwell, spends about 20 hours per week on Payroll and that ADP, a payroll service, performs the actual payroll processing. He announced that ADP has given a significant monetary discount for the coming fiscal year. The benefits and risks of combining the Board of Education and Town payrolls were identified.

Ms. Harford questioned the benefit of combining the Board of Education and Town electricity vendors. It was confirmed that there is little benefit in doing so as each is

Shared Services Commission
October 21, 2008 Meeting Minutes Continued

already at a discounted rate with their separate companies and would not save any more money by combining.

Mr. Milanovich stated the goals of the next meeting are to compare and further review the data presented by Mr. DiCorleto in order to draw some conclusions and make decisions. He also stated he will try to meet with Mr. Michaud before the next meeting.

Mr. DiCorleto informed the Committee of receipt of the help desk calls information for the Information Technology Company. He stated they receive on average 32 help desk calls per month.

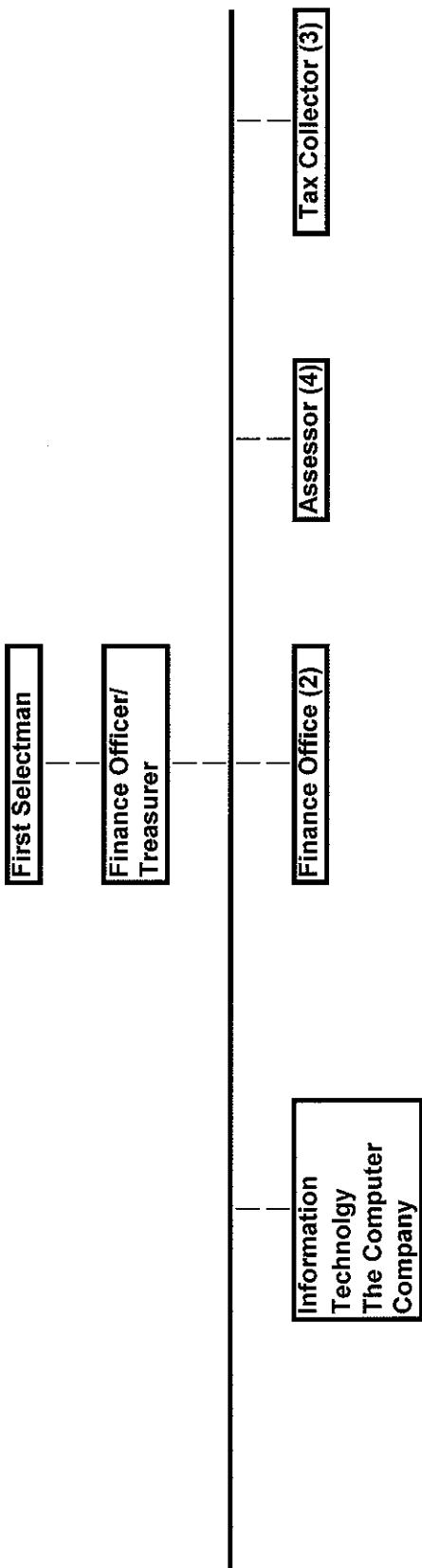
5. ADJOURNMENT

MOTION (WEHR) SECONDED (HARFORD) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING AT 8:29 PM.

Respectfully submitted,



Deborah Hoffman
Recording Secretary



Finance Office		
1)	Organization Chart - see attached sheet	
2)	List of Processes	
Accounting Assistant/Deputy Treasurer-Andrea Caldwell		
	Miscellaneous Department Tasks	Estimated Labor Hours Per Week
	1 Assist as backup for Finance Officer in his absence i.e. bank deposits and check signing 2 Assist as back up for Accounts Payables-help with more complex issues 3 Answer telephones when Administrative Assistant is not available 4 Research vendor issues when Admin Asst is not available 5 Void A/P checks and invoices 6 Assist Departments with Accounts Payables and budget questions 7 Correct incorrect budget postings 8 Answer emails, questions from the public and staff on daily basis 9 Receive computer complaints/issues and contact Computer Company 10 Complete various requests, i.e.-forms for CT Labor Dept, Child Support Enforcement concerning health care for divorced employee, wage garnishments, etc. 11 Correspondence for Finance Officer when needed 12 Fill out short term disability forms when employees go on leave 13 Follow up on Sun Life processing the form	8
Weekly		
	1 Upload A/P file in Great Plains to a Positive pay file 2 Positive pay send files, authorization on those items that need approval town. A/P, Boe A/P, P/R 3 Audit and sign Purchase Orders 4 Update cash schedule and wire transfer funds to cover weekly expenses 5 Enter returned checks in spreadsheet and redeposit 6 If check comes back a second time, type a collection letter and send by Certified Mail 7 If do not received payment in 10 days, contact the police department for them to contact the resident 8 Reconcile returned checks to bank statement	2
Monthly		
	1 Reconcile General Fund Bank Statement-Town and Boe A/P, and Town/BOE Payroll 2 Down load monthly reports from Flex America listing payments to enrolled employees 3 Down load report from Report smith of employees flexible spending deductions 4 Wire amount to Flex America	5
Annual		
	1 General Ledger reconciliations on benefit liability accounts 2 Enter accruals for year end longevity pay	

Finance Office	
3 Enter accruals for year end retro pay	
4 Year end census for insurance broker to send to various health insurance carriers	
5 Meet with Finance Officer and Insurance Broker to discuss new insurance plans	
6 Get new rates from Insurance Broker and distribute to employees	
7 Create new spreadsheet for all employees for new Anthem payroll deductions bases on new contract year and new rates	
8 Create new spreadsheet for all benefit employees for new Life Insurance and Disability based on new contract year and new rates	
9 Work with auditors on auditing payroll procedures	
10 Yearly salary calculations and updating payroll	
11 Calculate and pay retro if applicable	
12 CIRMA absence information reports	
13 All 2007-2008 excel worksheets converted to 2008-2009 files and updated	
14 Delete all United Way deductions and add new ones	
15 Increase Union Dues if applicable	
16 Increase Merit Percentage for Town if applicable	1.5
PAYOUT BI-WEEKLY	
1 Phone conversations with ADP to request reports or changes	
2 Distribute to New Hires, forms: Anthem, Sections 125, Flexible Spending, Sun Life, Hartford Life (401a) or MERF, ING-457, Union Dues, Credit Union, United Way, W-4, CT-W4, I-9, Direct Deposit Enrollment Form	
3 Fax or Mail completed forms to companies	
4 Enter new hire in ADP with appropriate payroll deductions	
5 After 90 days calculate and enter Vacation, Sick and Personal time accruals	
6 Weekly collection and sorting of the time cards	
7 Weekly collection of absentee reports and check against time card	
8 Calculate hours, including Vacation, Sick and Personal time	
9 Enter on excel spreadsheet and check totals	
10 Enter spreadsheet on ADP check totals	
11 Perform ADP Payroll backup, then send payroll to ADP	
12 Receive via the web payroll check register	
13 Proof payroll register against time cards	
14 Decline the payroll, send back to ADP and then make changes	
15 Send finalized payroll	
16 Receive physical pay checks in envelope, sort, and distribute	
17 Down load payroll files	
18 Down load general ledger entry and export to Town accounting system (Microsoft Great Plains)	
19 Open payroll journal entry in Town accounting system (Microsoft Great Plains)	
20 File reports, time cards, absentee reports and check stubs	12

Finance Office

	Finance Office	
Quarterly		
1	Create quarterly schedule for employees who are on Short Term Disability	
2	Send file to ADP so they can pay the employer portion of FICA	
3	Enter Emergency Service Incentive Program payroll for Ambulance, Center Fire and Crystal Lake Fire Departments	
4	Print Quarterly reports for ING-457, and 401 (a) Hartford	0.5
Benefits		
1	Print the ING-457 deduction report through report Smith and check to check register	
2	Open the ING website enter the payroll deductions then send payment electronically	
3	Anthem, check all monthly invoices by policy for correct subscribers, rates, coverages, etc.	
4	Change coverages's-i.e. Birth, Divorce, Death, Aged out Dependents, etc.	
5	Change payroll deduction based on employee status	
6	Check all changes reflected correctly on each invoice	
7	Answer employee questions on coverage	
8	Become mediator between employee and Anthem	
9	When DPW employees go on workers comp or disability I need to record their earnings to report to Merf	3
Monthly -Benefits		
1	Hartford 401 (a) pension-gross salary for benefit employee's except DPW gets entered in an excel spreadsheet that calculates 7.1 %	
2	Hartford 401 (a) pension-Open the Hartford website and enter the contributions then send payment electronically	
3	Calculate monthly life insurance and disability insurance	
4	Create invoice, and write check to Sun Life for insurances.	
5	Print the United Way deduction report through report Smith and check against check register	
6	Print the Union Dues deduction report for the four unions through report Smith and check against register	
7	Merf- Gross salary, hours, and pension deduction for DPW gets entered in an excel schedule	
8	the schedule calculates employer and employee contributions	
9	Enter the following in A/P, then print and mail checks: four union dues, united way, and MERF	2
Terminations		
1	Questions from potential retirees, i.e. rule of 75, health insurance, life insurance	
2	Calculate last paycheck including vacation time	
3	Complete COBRA forms and certify, mail to terminated employees	
4	For DPW complete salary forms for MERF	
5	Discontinue health and life insurance benefits by faxing termination notices	1
		35
Administrative Assistant/Finance Office		
	In the process of performing a reorganization of duties with new hire.	

Finance Office	
Miscellaneous	
1	Call Journal Inquirer for Affidavit of Publications for Bonding Projects
2	Bid documents-place legal notice, and copy of ad for files
3	Bid documents-copy bid documents
4	Bid documents-receive telephone calls and in person request for bids
5	Bid documents-make list of vendors that picked up documents
6	Bid documents-send copy of bidders lists to vendors that request
7	Bid documents-receive bids, stamp date and time received
8	Bid documents-prepare bid tabulation sheets, enter results, send out to vendors
9	Attend United Way Meetings-as town coordinator
10	CIRMA-print reports for safety committee
11	Follow up on workers comp calls, reports, file
12	Projects as assigned by Finance Officer/Treasurer; Accounting Assistant/Deputy Treasurer
13	Project book expenditures for Grant projects/Bond Issues
14	Assist employees with question when the Deputy Treasurer is out of the office
2-6	
Daily/Weekly	
1	Answer Telephones for Finance Office, take messages, follow up
2	Open mail daily, stamp received, distribute mail
3	Go over mail with Finance Officer
4	Open A/P invoices, stamp received, send to departments for approval
5	Contact Computer Company for those departments that have computer/printer/internet problems
6	Assist Departments in the operation of photo-copiers-postage room, clear jams
7	Check Postal Meter daily, on postage, date
8	Assist departments in the use of the postal meter, clear any jams
9	Transfer funds to postal meter when needed
10	Contact telephone service company to resolve telephone issues as needed
11	Order telephone service from Telephone company for departments as needed
12	Photo-copy for departments that left their printing to be done on large copier
13	Process mail for departments that left it at Finance Office
14	Work with departments when they need insurance certificates for town events.-order from CIRMA, Wilcox and Reynolds
15	Issue tax exempt certificates forms to vendors
16	Pass out Requisitions, Complete Purchase Orders
17	Small weekly batch of accounts payable for Human Services, Contract agreements
18	Process emergency checks for department vendors that can not wait the normal cycle
19	Print out Budget reports for Departments on an needed basis, (Reports are sent to departments weekly via email)
20	Follow up on research assignments from Insurance Safety Committee
21	Process Freedom of Information Requests
22	Receive deposits from departments/individuals, receipts when needed, place in safe
23	Sort deposit tickets
24	Photo copy special reports for Finance Office

Finance Office

- | | | |
|----|---|---|
| 25 | Research accounts payable for Finance Officer, departments | |
| 26 | File paid Accounts Payable checks | |
| 27 | Petty cash fund-reimburse employees for department charges that required cash | |
| 28 | Follow up on W-9, 1099's forms required | 8 |

Accounts Payable-Biweekly/ process the same for weekly accounts payable

- 1 Large Accounts Payable batch
- 2 Verify statements, invoices, purchase orders, account numbers, 1099's if needed
- 3 Contact departments if missing invoices
- 4 Contact vendors for missing invoices
- 5 Enter batch of invoices to Great Plains
- 6 Edit batch then post to the General Ledger
- 7 Run checks for payment, check register, and reports
- 8 Put checks together with invoices for signature. Stamp invoices paid
- 9 Once signed, put in envelope with remittance stubs, then mail checks out
- 10 File Accounts payable checks

Monthly

- 1 Copy Journal Inquirer invoice, assign department account numbers, send to departments for sign off
- 2 Send monthly copier usage reports to departments with photo-copiers
- 3 Check A/P check supply and envelopes
- 4 Check Townwide stationery needs-business envelopes, manila envelopes, photo-copy paper
- 5 Check cash receipts book supply for departments
- 6 CIRMA-print monthly claims reports and file

Quarterly

- 1 Finance representative to Insurance Safety Committee
- 2 Assist Insurance Safety Committee Chairman
- 3 Animal Adoption Report

Annual

- 1 1099 Process
 - 2 OSHA report
 - 3 Serve as United Way Coordinator for General Government
 - 4 Order Budget Books-Town and Capital Improvement, Inserts and tab for same
 - 5 Photo-copy and assemble Capital Improvement Budget books
 - 6 Photo-copy and assemble Town Budget books
 - 7 Photo-Copy Budget Tables for Public Hearing and Town Meeting
 - 8 Setup Accounts Payable filing system for current year, last year, and preceding year
 - 9 Assist Town Auditors in information that they need in order to conduct audit
- based on lowest hours per sections 35

Finance Office

Future Project

In process of updating Microsoft Great Plains accounting system to latest version features-on line requisition/purchase orders

In process of developing with First Selectman's office intranet for town employees

Volume Related Information and Budget Info: List of Expenses

	Fiscal Year 2007-08	Cost, \$
1 ADP Payroll Service		\$25,070
2 Microsoft License for Great Plains -yearly		\$6,633
3 First Southwest Company-continual bond disclosure		\$1,622
4 Laser checks for accounts payables		\$1,324
5 Envelopes for accounts payable checks		\$494
6 Number of Suppliers		1,254
7 Number of Active Employees files		439
8 Full and Permanent Part Time employees (as of 10/10/08)		62
9 Emergency Service Incentive Program-Ambulance and Fire Departments-(6/30/08)		115
10 Payroll checks (average bi-weekly checks-155)		4,034
11 Accounts Payable checks (average biweekly accounts payable checks- 156)		4,050
12 Purchase orders-required for purchases \$1,000 or more - Town Policy		560

Finance Office	
4)	Top 20 Suppliers
	Annual Spend
1	Anthem Blue Cross/Blue Shield \$872,675
2	Town of Vernon (WPCA) \$830,226
3	All American Waste LLC \$706,854
4	Galasso Materials \$502,720
5	Carrier Enterprises Inc \$466,164
6	Acstar Insurance Company \$339,682
7	CRRA-Mid-CT Project \$331,114
8	CT Interlocal Risk Agency \$281,261
9	Connecticut Water Company \$255,657
10	Buck & Buck LCC \$251,719
11	East River Energy \$219,635
12	Trim-Out LLC \$174,088
13	Morton Buildings Inc. \$167,823
14	William G. Reveley & Assn \$156,482
15	Ed Palauskas Excavating \$144,266
16	Wilcox & Reynolds Insurance \$142,466
17	TransCanada Power Marketing \$129,248
18	Connecticut Light and Power \$121,858
19	The Computer Company Inc. \$118,372
20	MERF \$111,564

Town Information Technology	
1) Organizational Chart	See attached sheet
2) List of Processes	<p>Process Name</p> <p>Internal Labor Hours</p> <p>As per contract, The Computer Company provides twice a week onsite service, maintenance, and other associated tasks on our Information Technology equipment, including recommendations to improve systems and reduce operational costs. Also provide assistance to town's various specialize vendors, including remote access.</p> <p>The Town System 74 Computers (desktops, laptops, one apple laptop), 5 servers, 11 Buildings, 10 DSL Lines.</p> <p>For other information see report submitted to Shared Services Commission , dated June 5, 2008</p> <p>Help Desk</p> <ul style="list-style-type: none"> 1 Employees send requests for computer problems 2 Review requests, and resolve issues 3 Maintenance of system <p>File Servers</p> <ul style="list-style-type: none"> 1 Maintenance, monitor, all software on the file servers at all locations to make sure running correctly <p>Windows Server 2003 Standard</p> <p>Windows Server 2000</p> <p>Microsoft Exchange Server 2003</p> <p>Microsoft Windows XP Professional</p> <p>Microsoft Office 2003 Pro</p> <p>Microsoft Office 2007 Pro</p> <p>Symantec Corp. Edition Antivirus Service</p> <p>Barracuda Spam Filtering Service</p> <p>GEO TMS-Land Use</p> <p>Security Software/Camera</p> <p>ERSI Geographic Information Software, arc viewer/reader</p> <p>Quality Data Services-Assessor-and Tax</p> <p>Vision Appraisal-Computer Assisted Mass Appraisal</p> <p>ADP Payroll</p> <p>Microsoft Great Plains Accounting</p> <p>COTTS-rmp software for Town Clerk</p> <p>General Code-Code Books-Town Charter/Regulations</p> <p>Sonicwall CDP , and others</p> <p>Gas Boy</p> <p>Key Programs</p> <p>Vehicle Maintenance</p> <p>Alpine Software-Red Alert- file departments</p> <p>2 Monitor hardware</p> <p>3 Install upgrades for programs when appropriate</p> <p>Database Management</p> <ul style="list-style-type: none"> 1 Maintenance of Oracle and MSSQL data bases 2 Install upgrades for programs when appropriate <p>Firewall Management</p> <ul style="list-style-type: none"> 1 Maintenance of firewall systems 2 Install upgrades for programs when appropriate <p>Spam Filtering Management</p> <ul style="list-style-type: none"> 1 Maintenance of Barracuda Spam Filtering Service 2 Install upgrades for programs when appropriate <p>Security-Anti-Virus Software</p> <ul style="list-style-type: none"> 1 Install on file servers, and all desktop, laptops 2 Apply upgrades when appropriate

Town Information Technology	
DSL Management	<ul style="list-style-type: none"> 1 Maintenance of DSL lines 2 Request upgrades of service when appropriate 3 Request additional service when appropriate
VPN Management	<ul style="list-style-type: none"> 1 Maintenance of VPN system 2 Setup new users when appropriate
Hardware Management	<ul style="list-style-type: none"> 1 Maintenance of equipment 2 Recommend replacement when needed 3 Proactive approach to critical components replacement
Network Infrastructure	<ul style="list-style-type: none"> 1 Review systems 2 Maintenance of systems
Coordinate Meetings	<ul style="list-style-type: none"> 1 Coordinate meetings with Application vendors should they need access to system
Email Management	<ul style="list-style-type: none"> 1 Maintenance of email systems
Web Site Management	<ul style="list-style-type: none"> 1 Maintenance of system
Software Management	<ul style="list-style-type: none"> 1 Update software programs when appropriate 2 Installation of new software when appropriate
Remote Access Management	<ul style="list-style-type: none"> 1 Maintenance of system 2 Provide new access when appropriate
Hardware/New Software Project	<ul style="list-style-type: none"> 1 Implementation of new hardware/software installations
Tape Backup Management	<ul style="list-style-type: none"> 1 Maintenance of system
Recycling Equipment	<ul style="list-style-type: none"> 1 Replacement of old equipment is reviewed by The Computer Company if it can be recycle to another department 2 Prepare computers/printers for use in another department
Disposal of Used equipment	<ul style="list-style-type: none"> 1 Prepare equipment for disposal 2 Destroy data on hard disk drives, and destroy hard disk drives 3 Disposal of equipment at Public Works recycle program
Tax Office	<ul style="list-style-type: none"> 1 Quality Data Services-Assessor-and Tax A. Software maintains all tax information, including WPCA B. Vendor provides services for upgrades C. Resolve issues by remote access D. Maintenance of system when appropriate, including upgrades 2 State of CT Dept of Motor Vehicles A. Upload towns delinquent motor vehicle tax accounts to DMV which hold up renewal registrations B. Maintenance of system when appropriate 3 Sallie-Mae Online Tax Payment A. Provides ability for taxpayers to pay their taxes online using a credit card or electronic checking B. Maintenance of system when appropriate, including upgrades C. Resolve issues by remote access 4 Bank of America A. Lockbox program for deposits-July, November, January
Finance Office	<ul style="list-style-type: none"> 1 ADP Payroll A. Software allows town to perform payroll B. Upgrades installed by Computer Company 2 Microsoft Great Plains Accounting

Town Information Technology	
Assessor	<p>A. Accounting program for town finances</p> <p>B. Vendor provides services for upgrades</p> <p>C. Resolve issues by remote access</p> <p>D. Maintenance of system when appropriate, including upgrades</p> <p>3 Bank of America</p> <p>A. Positive pay system to provide protection of Town and BOE A/P and P/R checks</p> <p>B. Vendor provides services for upgrades</p> <p>C. Resolve issues by remote access</p> <p>1 Quality Data Services-Assessor and Tax</p> <p>A. Software track ownership information, assessments, and exemptions for real estate, personal property, and motor vehicles for tax billing and state reporting purposes</p> <p>B. Vendor provides services for upgrades</p> <p>C. Resolve issues by remote access</p> <p>D. Maintenance of system when appropriate, including upgrades</p> <p>2 Vision Appraisal Technology, Inc.</p> <p>A. Software list and value all real property in town</p> <p>B. Vendor provides services for upgrades</p> <p>C. Resolve issues by remote access</p> <p>D. Maintenance of system when appropriate, including upgrades</p> <p>3 G & K Associates</p> <p>A. Software list and value all personal property in town</p> <p>B. Vendor provides services for upgrades, installed by Assessor</p> <p>C. Resolve issues by email</p> <p>D. Maintenance of system when appropriate, including upgrades</p> <p>4 DesLauriers Municipal Solutions Inc.</p> <p>A. Software-GEO TMS is used for permitting and project tracking, used by Building Department, Town Planner, Finance Office, and Assessor</p> <p>B. Vendor provides services for upgrades, installed by the Computer Company</p> <p>C. Resolve issues by remote access</p> <p>D. Maintenance of system when appropriate, including upgrades</p> <p>5 Environmental Systems Research Institute (ESRI)</p> <p>A. Geographic Information System (GIS) software for use by all departments</p> <p>B. Updates are installed by The Computer Company</p> <p>C. Resolve issues by remote access</p> <p>Fire Marshal</p> <p>1 First Alert Program</p> <p>A. Fire Marshal Office tied in to the Center Fire Department and Crystal Lake Fire Department program</p> <p>Program allows reporting to CT Dept of Public Safety</p> <p>B. All technical issues handle by The Computer Company</p> <p>2 First 5 Programs</p> <p>A. Require assistance from Vernon Software for maintenance of system</p> <p>B. Resolve issues by remote access</p> <p>C. Other issues handle by The Computer Company</p> <p>Human Services</p> <p>1 Fuel Program</p> <p>A. State Program</p> <p>B. The Computer Company provides assistance if any problems/upgrades</p> <p>2 Rental Program</p> <p>A. State Program</p> <p>B. The Computer Company provides assistance if any problems/upgrades</p> <p>Recreation</p> <p>1 Active-Net</p> <p>A. Program that provides for on line registration via the web</p> <p>B. Resolve issues by remote access</p> <p>C. Other issues handle by The Computer Company</p> <p>Department of Public Works</p>

Town Information Technology

Town Information Technology			
1	Vehicle Maintenance Program		
A.	Program that provides for vehicle maintenance history		
B.	Resolve issues by remote access		
C.	Other issues handle by The Computer Company		
D.	Maintenance of system when appropriate, including upgrades		
2	Ges Boy		
A.	Program that records fuel used by vehicles		
B.	System maintained by vendor		
C.	Other issues handle by The Computer Company		
3	Key Program		
A.	Program that records access to town buildings		
B.	System maintained by vendor		
C.	Resolve issues by remote access		
D.	Other issues handle by The Computer Company		
Hall Memorial Library	1 Sirsi/Dynix Library Integrated Circulation System		
A.	Circulation System		
B.	Bibliomation Maintain system in person and remote access		
2	Telecommunications		
A.	Telecommunication		
B.	Bibliomation Maintain system in person and remote access		
3	The Computer Company		
A.	Maintain link to town network		
B.	Assist in any problems with hand-me-down equipment from the town		
Fire Departments (Center/Cystal Lake)	1 Red Alert Program		
A.	Program for use by Fire Departments and Fire Marshal		
3) Budget Info: List of Expenses	Description	Cost, \$	
	Labor Charge		
1	Fiscal Year 2004-05 -115.00 hrs at \$75.00 per hour	\$31,125	
2	Fiscal Year 2005-06 - 537.00 hrs at \$75.00 per hour	\$40,275	
3	Fiscal Year 2006-07 -721.25 hrs at \$75.00 per hour	\$54,094	
4	Fiscal Year 2006-07 - 175.00 hrs at \$74.50 per hour	\$13,038	
6	Fiscal Year 2007-08 -798.50 hrs at \$74.50 per hour	\$58,836	
Special Study			
1	Fiscal Year 2004-05	\$1,194	
2	Fiscal Year 2005-06	\$3,899	
3	Fiscal Year 2006-07	\$490	
Install XP Pro	1 Fiscal Year 2004-05	\$2,850	
Paris			
1	Fiscal Year 2004-05	\$28,119	
2	Fiscal Year 2005-06	\$20,055	
3	Fiscal Year 2006-07	\$40,142	
4	Fiscal Year 2007-08	\$42,516	
Software			
1	Fiscal Year 2004-05	\$12,410	
2	Fiscal Year 2005-06	\$6,471	
3	Fiscal Year 2006-07	\$9,471	
4	Fiscal Year 2007-08	\$15,648	

Town Information Technology		
Hardware Cost for BOE Computers	BOE Lease for purchase of computers charged to Town Debt Budget	
1	Fiscal Year 2006-07	\$89,374
2	Fiscal Year 2007-08	\$89,374
3	Fiscal Year 2008-09	\$89,374
4	Fiscal Year 2009-10	\$89,526
Licenses	Supplier-Description	Frequency
1	Symantec-Anti-virus software updates	\$1,172 Annual
2	Banacud-Spam Filter software updates	\$3,399 Annual
3	Sonicwall-Sonicwall CDP offsite data service yearly	\$3,758 Annual
4	ATT-DSL charge	\$11,220 Annual
5	Dot Gov-yearly domain name	\$125 Annual
6	Quality Data Service-Tax Software-software updates/technical support	\$6,316 Annual
7	Quality Data Service-Assessor-software updates/technical support	\$6,385 Annual
8	State of CT Dept Motor Vehicles-"Tumbleweed"	\$2,625 Annual
9	Sailie-Mae Online Tax Payment	No fee
10	Bank of America-Lock box	Compensated Balance Annual
11	Bank of America-Positive Pay	Compensated Balance Annual
12	Vision Appraisal Technology Inc-CAMA-software updates/technical support	\$5,400 Annual
13	Vision Appraisal Technology Inc-CAMA-web hosting	\$2,800 Annual
14	G & K Associates	No fee
15	ADP-upgrades/support	Included in service Annual
16	Microsoft-Great Plains Accounting	\$6,653 Annual
17	DesLauriers Municipal Solutions Inc-Geo TMS	\$5,562 Annual
18	Environmental Systems Research Institute (ERSI)	\$1,700 Annual
19	Alpine Software-Red Alert, First Alert-Center Fire Dept	\$1,975 Annual
20	Alpine Software-Red Alert, First Alert-Crystal Lake Fire Dept	\$395 Annual
21	Ron Turley Assoc-RTA-Vehicle Maintenance Program	\$700 Annual
22	Active-net-Recreation program	No fee
23	Bibliomatron-SirsiDynix Library Integrated Circulation System - FY 08-09	\$28,350 Annual
24	Bibliomatron-Telecommunication Support - FY 08-09	\$1,450 Annual
5) Volume Related Information	Quantity	
Number of Employees	The Computer Company provides the Information Technology Service to the Town	
	Twice a week- 2 computer specialists, different for each day	
Number of Suppliers	Various suppliers depending on the equipment needed	
	Town has standardize on HP hardware-file servers, desktop, laptops	